

Washington County

Job Description



Title:	Emergency Services Director	Code:	
Division:	Administration	Effective Date:	07/08
Department:	County Commission	Last Revised:	01/10

GENERAL PURPOSE

Performs a variety of **administrative and managerial** duties as needed to plan, organize and coordinate emergency preparedness and emergency response operations within Washington County and collaboratively with others in the 5-county region; monitors and assures county compliance with federal, state and county laws governing emergency management. Directs and coordinates various related elements of emergency services including: planning, training and exercise, public alert and warning systems, and County Safety Program. Has the responsibility of assisting to formulate and carry out policy matters.

Must be able to work closely and effectively with the Sheriff's Office, Public Works, and other essential county departments in order to successfully implement the county's emergency response plan. Responds to a wide variety of incidents and events including: natural and man-caused disasters, fires, and extended search and rescue operations.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Administrator and Board of County Commissioners.

SUPERVISION EXERCISED

Provides close to general supervision to Emergency Services Assistant.

ESSENTIAL FUNCTIONS

Emergency Services: Administers county emergency preparedness program; writes, edits and updates County Emergency Operations Plan (EOP) and Hazard Analysis; coordinates document preparation with neighboring entities and private industry; prepares and recommends budgets; manages established budgets to assure conformity with fiscal guidelines.

Develops, prepares and updates emergency operations plans; directs, coordinates and provides technical assistance to annex organizations in the development and certification of emergency response/management plans; monitors changes in law and assures compliance and conformity of established emergency plans; prepares and submits various state and federal reports.

Prepares and submits grant applications to state and federal agencies; oversees the use of grant monies in compliance with grant requirements and specifications; administers the submittal process for federal and state reimbursement claims; may participate in clearing house processes for local government access to Homeland Security Grants; receives and processes applications; follows established guidelines for awards, reporting and auditing.

Manages county emergency operations center controller; develops periodic exercises to simulate various types of emergency and terrorism situations to test and refine concepts and plans consistent with EOP; assures county and community compliance with guidelines and regulations established by SARA, LEPC, FEMA and related state and federal agencies; develops and delivers or coordinates the delivery of staff training in emergency operations processes and procedures; coordinates with various local, state, and federal entities; coordinates disaster recovery operations; negotiates pre-disaster and post-disaster assistance and support agreements; may coordinate emergency preparedness volunteer programs.

Serves on Local Emergency Planning Committee (LEPC); participates in damage assessment in the event of emergency incidents; represents the county on various internal and external task forces and committees; participates as a member of Association of Contingency Planners (ACP); attends State quarterly training conferences; attends meetings, training, etc. related to obtaining certification through FEMA, i.e., National Incident Management System (NIMS). Monitors county's compliance of NIMS requirements.

Coordinates various "Homeland Security" initiatives and programs; participates in terrorism planning, evaluates city infrastructure and service systems to identify and eliminate vulnerabilities; solicits

intergovernmental cooperation and involvement and facilitates inter-local agreements; conducts public education programs.

Communications: Coordinates with the Sheriff's Office in ensuring the proper and efficient operation of public safety and emergency repeater sites; performs or contracts for maintenance services as needed.

County-wide Safety Program: Provides general oversight for safety program; works in conjunction with county HR and the UCIP to ensure safety compliance and mitigate risk exposures.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in engineering, public administration, business administration, emergency service sciences or related field;
AND
- B. Four (4) years of progressively responsible work experience in a field that demonstrates an ability to manage and direct public related emergency response or management operations, i.e. environmental health, emergency preparedness, etc.;
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of county geography and boundaries; governmental operations and procedures related to the inter agency cooperation necessary to deal with common emergencies, disasters and hazards; federal, state and local laws governing emergency preparedness operations and management; general administrative practices related to budget development and grant application processes; operational characteristics, services and activities of a comprehensive emergency management program; principles, methods, and techniques used in emergency preparedness and disaster relief; local emergency management planning requirements; principles and practices of data collection, research techniques and statistical reporting; grant writing practices and procedures. Strong knowledge of English, grammar and technical writing methods and techniques; first aid administration.

Ability to develop and maintain effective working relationships with various governmental agencies, fellow employees, public administrators, etc.; develop effective working relationships with the public as needed to assure orderly dealing with emergencies and disasters; communicate effectively, verbally and in writing; exhibit initiative and problem solving capability in coping with emergency situations.

3. Special Qualifications:

If not yet completed, must successfully complete FEMA's Professional Development Series within one year of date of hire.

4. Work Environment:

Performance of duties typically occur in a comfortable office setting with normal climate controls; occasional exposure to weather extremes or hazardous surroundings related to disaster or emergency field operations. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)